

# INSTRUCTIONS FOR INDIVIDUALS ASSOCIATED WITH THE US FORCE TO APPLY FOR ENTRY CLEARANCE TO THE UNITED KINGDOM



NON-SETTLEMENT FORM (VAF1 2003)  
THIS FORM IS PROVIDED FREE OF CHARGE

FOR OFFICIAL  
USE ONLY

Please read the General Guidance on Page 11 before completing this form

The United Kingdom has enacted new immigration regulations that require those people intending to stay for more than 6 months to obtain entry clearance prior to traveling to the UK. As of the expiration of a two-month grace period on 13 January 2004, the new entry clearance rules are under full implementation by officials of the UK Immigration and Nationality Directorate.

The new rules state that anyone attempting to enter the UK without the proper entry clearance will be denied entry. While the new rules exempt active duty military personnel, they do apply to military dependents, as well as civilian personnel, contractors, and their dependents.

**IF YOU ARE TRANSFERRING TO THE UK SOON AND MAY NOT HAVE THE REQUIRED ENTRY CLEARANCE, PLEASE ALERT THE OFFICE OF THE STAFF JUDGE ADVOCATE.**

**Please call us immediately to discuss your situation. This requirement applies to all personnel associated with the Navy and Marine Corps. Please email [lawrance@cnauk.navy.mil](mailto:lawrance@cnauk.navy.mil) with copy to [truitt@cnauk.navy.mil](mailto:truitt@cnauk.navy.mil), or call +44 (1895) 616-454 (DSN 314 235-6454).**

Information on British Consulates worldwide may be found on the UKvisas web site at <http://www.ukvisas.gov.uk>. Select "Contact Us," and then "UK Overseas Missions" to find the British Consulate for the country where you are located.

The required form for entry clearance is the "Non-Settlement Form (VAF1 2003)," a sample of which is below. Please follow the directions carefully to ensure your application can be processed quickly.

Military personnel offices may "batch" applications from assigned personnel and submit them on behalf of their personnel to the appropriate British Consulate for their area via courier (Fed EX, Express Mail, USPS, etc).

For the US, a single British consulate has been designated as the main processing center for applications for each section of the country. Applicants east of the Mississippi River should

submit applications to the British Consulate in New York at 845 Third Avenue, New York, NY 10022, Attn: Sarah Granville-White/Yvonne Foley (212-745-0200). Those living west of the Rocky Mountains will submit their applications to the British Consulate at 11766 Wilshire Boulevard, Suite 1200, Los Angeles, CA 90025-6538, Attn: Francesca Dooley/Des Brewer (310-481-2900). Finally, those living in between those two areas will be serviced by the Chicago consulate at The Wrigley Building, 400 N Michigan Ave, Suite 1380, Chicago, IL 60611, Attn: Dominic Hewitt (312-970-3854). More information on British consulates in the US may be found online at <http://www.britainusa.com/>.

Processing of entry clearance is expected to take less than a week for "routine" applications, but may take a little longer for more complex applications, for example those involving dependants over 18 years of age.

Please note that a fee of £75 pounds sterling (approximately \$125 at the current exchange rate), is payable in local currency, and there may be an additional mailing or courier fee. The fee is payable for each person requiring entry clearance, even if multiple family members make application on the same form. Up to date information on fees is available from the Consulate to which you are applying. Personnel who must obtain entry clearance for themselves and/or their dependents may file for reimbursement of these fees on their travel voucher when they arrive at their new permanent duty station in the UK. Civilian employees must have a transportation agreement to claim for reimbursement under the JTR.

Personnel offices outside the UK should contact the gaining unit personnel office in the UK with any questions regarding the new immigration requirements.

#### **NOTE ON CHILDREN:**

Section 3 of the VAF-1 asks for information on the applicant's children. **Children listed in this section will be processed for entry clearance only if they are under 18 years of age at the time of the application. Children 18 or above who intend to travel to the UK with the sponsor for more than six months must submit an application in their own name.** See following discussion for more information on this topic.

Parents may complete and sign an application for a young child who cannot sign their own name.

#### **DEPENDENTS OVER 18 YEARS OF AGE:**

The UK Immigration rules restrict "dependents" to children under the age of 18. US military regulations do not contain such age or relationship limitations, but define a "dependent" based on the level of financial support provided by the sponsor.

Even if someone is considered a military dependent, under UK rules, anyone over 18 is considered to be an adult. **Therefore, any dependent family member above the age of 18 - child, sibling, parent, or other relation - who wishes to accompany the sponsor to the UK must apply for entry clearance in their own name. This must be done as far in advance of the desired travel**

date as possible, as these applications need to be referred to the **Immigration and Nationality Department in London**.

Include all documentation available to establish the dependent relationship - evidence of command sponsorship, a statement detailing the relationship of sponsor to dependent, why the dependent wants to accompany the sponsor to the UK, the level of financial support provided by the sponsor to the dependent, etc.



Applicants associated with the US Force will apply under the category of "Other" below.

UKvisas

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**US FORCE / CIVILIAN  
COMPONENT**

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**SECTION 1 - WHAT TYPE OF VISA ARE YOU APPLYING FOR?**

• Please tick the appropriate box.

visitor

Family visitor

If you are applying as a visitor, for how long do you want the visa to be valid? Note: You may only stay in the UK for a maximum of 6 months at any one time provided that your visa remains valid

6 months

1 year

2 years

5 years

10 years

Please attach two recent (not more than six months old) photographs of the applicant(s) in this box

Type, print, or stamp **US FORCE / CIVILIAN COMPONENT** on the top of the form, and the outer envelope, to ensure it is processed promptly.

Skip this section down to "Other."

Visitor in Transit

Working Holiday Maker

Student

Highly Skilled Migrant Program

Work Permit Holder

Employment not requiring a Work Permit

UK Ancestry

Retired Person of Independent Means

Returning Resident

A non-EEA dependant of an EEA national

Dependant of a person in a long stay category (e.g. student, employment)

Other - Please specify

**US Forces Civilian Component Member/Dependent**  
**US Forces Dependent**

In space provided above, indicate whether you are a dependent of an active duty military member, or a civilian component member or dependent. Then enter requested data in Section 2 below.

**SECTION 2 - ABOUT YOU**

• Please tell us your:

2.1 Full name, as it appears in your passport. Please underline your family name <b>Judy Adams</b>		2.2 Passport number (See 4.1) <b>123456789</b>
2.3 Date of birth <b>10 Nov 1962</b>	2.4 Place of birth <b>Rockville Centre, NY</b>	2.5 Nationality <b>USA/American</b>
2.6 Sex Male Female <b>X</b>	2.7 Marital status Single <b>X</b> Married Divorced Widowed Separated	
2.8 What is your father's full name? <b>Wallace Jerome Vance</b>		
2.9 What is your mother's full name? <b>Ashlyn Grace Vance</b>		



## INSERT CONTACT INFORMATION FOR SPONSOR'S GAINING UNIT

• Your contact details

2.10 Your permanent home address 100 MDG/CCE RAF Mildenhall, Bury St Edmunds Suffolk IP28 8NF		2.11 Your correspondence address if different from 2.10	
2.12 Any home telephone number 01638-54-2500	2.13 Any home fax number 01638-54-5122	2.14 Your personal e-mail address N/A	

### SECTION 3 -- YOUR FAMILY

3.1 If you are married, what is your spouse's name? John Michael Adams	
3.2 What is your spouse's date of birth? 8 Nov 1960	3.3 Where is your spouse now? U.S.A
3.4 Is your spouse travelling with you? Yes, on my passport    Yes, on his/her own passport <input checked="" type="checkbox"/> No	

• Children

3.5 Do you have any children?

Yes ☒ No

If you have answered yes to question 3.5, please give their details below

Full name	Date and Place of birth	Please indicate whether they are travelling with you		
		Yes, on my passport	Yes, on their passport	No
Brittany Alexis Adams	8 Sep 1982 Tucson, AZ		Yes	
Aidan Clay Adams	3 Mar 98 Misawa, Japan		Yes	

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**REMEMBER - CHILDREN OVER 18 NEED TO SUBMIT THEIR OWN APPLICATION! IN THE EXAMPLE ABOVE, AIDAN WILL BE INCLUDED ON HIS MOTHER'S APPLICATION FOR ENTRY CLEARANCE, BUT BRITTANY NEEDS TO SUBMIT HER OWN APPLICATION, EVEN THOUGH SHE IS LISTED HERE.**



COMPLETE SECTION 4 IN ITS ENTIRETY

SECTION 4 -- PREVIOUS APPLICATIONS AND TRAVEL

• Please give your:

4.1 Passport number (this passport)	4.2 Issue and expiry dates	4.3 Place of issue
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4.4 Is this your first passport? Yes No

If you have answered **no** to question 4.4 please answer questions 4.5-4.7. Otherwise please go to question 4.8

4.5 Previous passport number	4.6 Previous passport issue and expiry dates	4.7 Place previous passport was issued
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4.8 Have you travelled outside your home country? Yes No

4.9 Have you visited the UK before? Yes No

4.10 Have you applied for a UK visa before? Yes No

4.11 Have you ever been refused a visa for the UK? Yes No

4.12 Have you ever been refused entry to the UK or had leave to enter or remain cancelled?  
Yes No

4.13 Have you ever been deported, removed, or otherwise required to leave the UK?  
Yes No

4.14 Have you ever been refused a visa for another country? Yes No

If you have answered **yes** to questions 4.10, 4.11, 4.12, 4.13 or 4.14 please complete questions 4.15-4.21 as applicable. Otherwise please go to question 4.22

4.15 Where was your previous application made?	4.16 When was it made?
4.17 What kind of visa did you apply for?	4.18 What was the reference number?
4.19 What happened? Please give the details of any forms that were served on you (eg. Deportation Order, APP104 or IS157A).	
4.20 If you appealed against the decision, please give the date, reference number and outcome of the appeal.	
4.21 If this application is different in any way, please explain how.	



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4.22 Have you ever been refused entry to, deported from, or otherwise required to leave, another country? Yes      No

*If yes, please give details below*

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4.23 Do you have any criminal convictions in any country? Yes      No

*If you have answered **yes** to question 4.23 please answer questions 4.24-4.26. Otherwise please go to Section 4.27*

4.24 What was your conviction for?	
4.25 When and where were you convicted?	4.26 What was your sentence?

4.27 Have you ever been concerned in the commission, preparation, organisation or support of acts of terrorism, either within or outside the United Kingdom or have you ever been a member of an organisation which has been involved in or advocated terrorism in furtherance of its aims?

Yes      No

4.28 Have you ever been concerned in the commission, preparation or organisation of genocide or crimes, including crimes against humanity and war crimes, committed in the course of armed conflict?

Yes      No

*If you have answered **yes** to questions 4.27 or 4.28, please give details below.*

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By agreement with the UK Foreign and Commonwealth Office, individuals associated with the US Force are not required to submit detailed information in Section 5. Ensure appropriate documentation of assignment to UK is attached and annotate application as indicated below.

## SECTION 5 - ABOUT YOUR STAY IN THE UK

- 5.1 How long do you intend to stay in the UK? "Please See Attached US Government Assignment Orders to UK"
- 5.2 On what date do you intend to arrive? "Please See Attached US Government Assignment Orders to UK"
- 5.3 Why are you going to the UK? "Please See Attached US Government Assignment Orders to UK"

The UK Government acknowledges that newly assigned personnel associated with the US Force may have a number of friends currently serving with the US Force and living in the UK. Therefore, for this section, you need only list *immediate* family that live in the UK.

- 5.4 Do you have any family or ~~close friends~~ in the UK? Yes No

If you have answered **yes** to question 5.4 please give details below:

Name	Relationship (if any)	Contact telephone number

- 5.5 Please give the full address and telephone number of all the places where you will be staying during your visit

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## SECTION 6 - YOUR FINANCES AND EMPLOYMENT DETAILS

6.1 What is your present job? <b>"Please See Attached US Government Assignment Orders to UK"</b>	6.2 When did you start this job?	
6.3 What is your work address? <b>"Please See Attached US Government Assignment Orders to UK"</b>		
6.4 Your employer's telephone number	6.5 Your employer's fax number	6.6 Your employer's e-mail address



6.7 What is your monthly income from employment? Please See Attached Assignment Orders

6.8 Do you receive income from any other sources, including friends or family? Yes No

6.9 Do you own any assets, for example property? Yes No

If you have answered **yes** to questions 6.8-6.9 please give details below:

6.10 How much money is available to you for your stay? \_\_\_\_\_

6.11 Who is paying for your trip? \_\_\_\_\_

7. Complete Form as shown above, and draw line through rest of section.  
US Force applicants skip to Section 10.

### SECTION 7 – EMPLOYMENT IN THE UNITED KINGDOM

• You only need to complete this section if you are applying as a work permit holder, or to take up permit-free employment (including UK Ancestry)

N/A

7.1 What job do you propose to take in the UK? \_\_\_\_\_

7.2 Please give the name, address and telephone number of your UK employer:

7.3 Are you applying to go to the UK as a work permit holder? Yes No

If you have answered **yes** to question 7.3 please answer questions 7.4-7.6. Otherwise go to question 7.7

7.4 Work permit number	7.5 Date of issue	7.6 Length of permit
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7.7 How did you apply for/obtain your new position?

## SECTION 8 - TRANSIT

• You only need to complete this section if you are travelling to the UK in transit to another country

N/A

8.1 Which country are you travelling to after the UK? \_\_\_\_\_

8.2 Have you confirmed travel plans to and from the UK? Yes No

If you have answered **yes** to question 8.2 please answer questions 8.3-8.8. Otherwise go to question 8.9

8.3 Date of arrival in the UK	8.4 Port or airport of arrival	8.5 Flight number (if applicable)
8.6 Date of departure from the UK	8.7 Port or airport of departure	8.8 Flight number (if applicable)

8.9 Do you have a visa or residence permit for your destination once you have left the UK? Yes No

If you have answered **yes** to question 8.9 please give details below. Otherwise go to Section 11

8.10 Visa or permit number	8.11 Date and place of issue	8.12 Date of expiry
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## SECTION 9 - STUDENTS

• You only need to complete this section if you are applying to go to the UK as a student

N/A

9.1 Have you been accepted on a course of study in the UK? Yes No

If you have answered **yes** to question 9.1 please answer questions 9.2-9.4. Otherwise please go to question 9.6

9.2 Course title, qualification, and duration
9.3 Name and address of the institution at which you will be studying
9.4 Please give any conditions the institution has placed on accepting you

9.5 How many hours of organised daytime study will you attend the institution each week? \_\_\_\_\_

9.6 Have you studied in the UK before? Yes No

*If you have answered yes to question 9.6 please give details below*

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9.7 Do you speak English? Yes No

*If you have answered yes to question 9.7 please answer question 9.8. Otherwise go to question 9.9*

9.8 Please provide full details of any qualifications in English you have, including test results

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9.9 Please give details of all the educational qualifications that you hold (you do not need to repeat any listed above). Please indicate those which are relevant to the course you wish to study in the UK.

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9.10 What do you intend to do when you have finished your studies in the UK?

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9.11 Please give details of how your course and living expenses will be funded

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9.12 If you are being sponsored by someone else, please give their name & address, their relationship to you, details of their finances

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## SECTION 10 -- OTHER INFORMATION

• Is there any other information you wish to give about your application

You may enter any additional information you believe is relevant for the UK authorities to know in reviewing your application. This will not be necessary for the vast majority of individuals associated with the US Force.

However, this section will be required for dependents above the age of 18 who are applying for entry clearance, whether to accompany the sponsor upon initial relocation to the UK, or to join the sponsor at some point after the sponsor has already arrived in the UK.

A dependent over 18 must supply all available information to allow the UK authorities to recognize the relationship between sponsor and dependent. This includes any evidence of command sponsorship, a statement regarding the financial support provided by the sponsor to the dependent (presumably over 50% of dependent's expenses), and any other information the dependent and sponsor believe is relevant and appropriate for the consideration of the UK authorities.

These applications must be referred to the Immigration and Nationality Department in London and should be made well in advance of the desired travel date.



## **SECTION 11 - DECLARATION**

• To be completed by all applicants

### **Data Protection Statement**

The Foreign and Commonwealth Office is processing the personal data on this form and related data for the purposes of promoting and protecting the interests of the United Kingdom and its citizens abroad. The data may be disclosed to other UK Government Departments and public authorities.

### **Declaration**

You must now read the declaration below and sign it. This must be signed by the applicant personally and not by a representative or other person acting on his/her behalf. An application for a person under the age of 18 may be completed by the parent or legal guardian.

I hereby apply for an entry clearance for the United Kingdom for myself and any dependants listed in this form. The information I have given is complete and is true to the best of my knowledge. I also declare that the photograph(s) submitted with this form is/are a true likeness of myself and any dependants included in the application. I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the United Kingdom diplomatic post at which I have applied.

I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999, to make to a person acting in execution of the Act a statement or representation which the maker knows to be false or does not believe to be true, and to obtain or seek to obtain leave to enter in the United Kingdom by means which include deception.

I declare that the information given on this form is correct to the best of my knowledge and belief.

Applicant's signature \_\_\_\_\_

Date: \_\_\_\_\_





## **GENERAL GUIDANCE**

### **1. When should this form be used?**

This form should be used if you are applying for a visa or entry clearance for United Kingdom in a category that does not lead to settlement. The different categories under which you can apply are listed on the front of the form.

You should also use this form if you wish to apply as a **Returning Resident**.

You should not use this form to apply for a Direct Airside Transit Visa. You should use a separate form (VAF3) for that purpose.

### **2. Completing the form**

All applicants must complete sections 1 – 6 and section 11. Applicants must also complete additional sections if appropriate. The form is designed to help determine whether applicants meet the requirements of the UK Immigration Rules, and to assist applicants in demonstrating that they meet those requirements. If you do not understand any of the questions, or require additional guidance, please contact the British diplomatic post at which you will be applying.

### **3. What documents should I provide?**

In completing the application and providing documents, you will need to demonstrate that you meet the requirements of the UK Immigration Rules. Specific advice about the Rules for each category of visa can be obtained from either the UKvisas website: [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk) or your local British diplomatic mission.

- All applicants should provide:

- The appropriate fee.
- A valid passport or travel document and 2 passport size photographs. Photographs should be not more than six months old.
- Evidence to substantiate information given, including about their or their sponsor's income, finances and accommodation.

### **4. Further guidance**

Further guidance about the requirements of the Immigration Rules, including a range of leaflets about specific categories, can be obtained from our website: [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk). You can also obtain information from your local British diplomatic mission.



**FOR OFFICE USE ONLY**

Cash Register details	Check 1 by		Initials		Check 2 by		Initials	
	ISSUE	tick	REFUSE	tick	TIER/ TIME		Number or letter	
	Authorised by (ECO)		Name				Date	
	Category		Code					
	Endorsement							
	Pol. Reg.	Y/N	Effective from		Expiry date			
	Vignette number							
	Checked by (ECM)		Name				Date	